

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in Stone Station Community Centre, Station Approach, Stone on Tuesday 15 August 2017

PRESENT: Councillor M. Green in the Chair and
Councillors Mrs J. Hood, Mrs E. Mowatt, Mrs J. Farnham, T. Jackson and G. Collier

By Chairman's invitation: Councillors Mrs K. Green, M. Williamson (to agenda item 5), Mrs M. Goodall (to agenda item 5), G. Neagus, C. Collier, M. Shaw (to agenda item 5), R. Kenny, J. Davies, Mrs J. Piggott and A. Osgathorpe

ABSENT: Councillors: I. Fordham and P. Leason

EST18/007 **Apologies**

Apologies were received from Councillor I. Fordham

EST18/008 **Declarations of Interest and Requests for Dispensations**

None received.

EST18/009 **Representations from Members of the Public**

None received.

EST18/010 **Parking in Market Square**

The Town Clerk advised the Sub-Committee of renewed concerns that Market Square is regularly being used for vehicular parking during the evenings. Photographs were circulated* showing an instance where several cars were parked at one time, creating the appearance of a car park.

The Sub-Committee considered options that may be effective in preventing and deterring the future parking of vehicles in Market Square and these included: installing a barrier such as a bollard, use of wheelclamping, fixed and mobile signage and other forms of temporary barrier/obstruction. It was acknowledged that there is a need to ensure that access remains available to emergency services and for the delivery of goods and services to the businesses surrounding the Square.

RECOMMENDED: That the Town Clerk suggests to The Lounge that configuration of the external seating area is changed to a position which runs across the front of Market Square (rather than parallel and adjoining the elevations of the shop).

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RECOMMENDED: That the Town Clerk investigate the purchase of moveable A-board style 'No Parking' signs, which could if agreeable, be held by the Crown and The Lounge.

RECOMMENDED: That prior to these actions, businesses are informed of the Town Council's intentions to deal with the issue and are given an opportunity to make comments.

EST18/011 Frank Jordan Centre Operating Arrangements

Councillor Kenney updated Members on the refurbishment of the Frank Jordan Centre.

The project is expected to be finished at the end of next week which will be ahead of schedule. Built in appliances have been installed in the kitchen and the internal doors have been upgraded to beech veneer. The floor in St Michael's Suite has been refurbished to a very high standard.

Savings have been made on the costs of the project. The final project underspending will be reported to Members once available.

Councillor Kenney was thanked for overseeing the project.

The Town Clerk advised the Sub-Committee that, before the Frank Jordan Centre reopens, Stone Town Council should consider how it will be operated in the future to ensure that the significant sum of money spent on refurbishment is protected and not wasted.

The Sub-Committee considered a report of the Town Clerk on the Frank Jordan Centre Operating Arrangements*.

The report looks at:

- Upgrading of CCTV
- The purchase of new tables and chairs
- Usage, including the purposes to which the different areas of the Centre can be used and proposing a new usage agreement which hirers would be expected to sign and abide by
- Pricing, including a review of charges at the Centre

Upgrading of CCTV

The Town Clerk informed the Sub-Committee that the existing CCTV system is outdated and asked that consideration is given to its replacement with a digital multi camera system with ability to capture images at full HD. Installation of a broadband internet line would allow for remote monitoring and use of the internet at the Centre. It may also allow wi-fi to be offered to hirers (subject to the appropriate safeguards).

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RECOMMENDED: To support the purchase of an updated CCTV system as set out in paragraphs 5 to 8 of the report at a cost of around £3,000, plus install broadband for monitoring and internet purposes at around £500 per annum, the cost to be met by a supplementary estimate from reserves.

Purchase of New tables and Chairs

The Sub-Committee was asked to consider the need to replace the existing worn and outdated furniture at the Frank Jordan Centre. The Town Clerk suggested metal framed chairs with fabric seating as a more comfortable alternative to the plastic chairs currently in use.

The advantages and disadvantages of solid and collapsing tables were considered and it was decided that collapsing tables would be lighter, more versatile and reduce the risk of damage to the floor.

Alternative uses for the old furniture were explored along with possible ways in which this could be disposed of through donation. It was suggested that the furniture could be offered to local community groups. Other potential uses of the furniture by the Town Council were also identified (external use of plastic chairs). It was recognised that storage of the items was an issue.

The purchase of a large pull-down white screen to aid the delivery of presentations and to provide the opportunity for cinema/film shows was suggested as a valuable addition that would broaden opportunities for use of the Centre.

RECOMMENDED: That suitable new furniture is purchased for the Frank Jordan Centre – 20 tables and 60 chairs (and potentially a trolley) – as set out in paragraph 9 to 11 of the Report. This would be funded from the £3,500 already available in the budget, plus any underspending for the building project, if necessary.

RECOMMENDED: That a number of existing plastic chairs be retained for future use by the Town Council and wider community, and that the Town Clerk be authorised to use his discretion in disposing of (by gift) the remaining furniture and piano.

RECOMMENDED: That the Town Clerk investigate the costs of purchasing a screen (for aiding the delivery of presentations and cinema/film).

Centre Usage

The Sub-Committee considered replacement of the current terms and conditions for hire of the Centre with a set of revised terms presented in Appendix 2 of the report. An updated Hire Agreement would be drawn up to comply with the revised terms and conditions.

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The Sub-Committee agreed that uses which adversely affect the fabric and ongoing cleanliness of the Centre should be eliminated where possible. All instructions for use of the building must therefore be expressly stated within the terms and conditions to ensure they are clear and recognised by the hirer as their responsibility (and must also make sure their users comply with the rules). Risks accepted by Stone Town Council and those passed on to the hirer should also be clearly defined.

RECOMMENDED: That the Terms and Conditions of Hire as stated in Appendix 2 of the report, be approved with the following amendments:

- Bicycles, skateboards, roller skates and scooters would not be permitted into the building (Condition 4: Use of Premises)
- Modes of transport for babies, children and the disabled such as prams, pushchairs, wheelchairs and mobility scooters will be permitted into the building. Appropriate items will require designated positioning/storing when inside to ensure that transference of dirt on wheels is minimised and escape routes and access points are kept clear at all times (Condition 7: Public Safety Compliance (7.2c.))
- No animals will be allowed into the building except guide and hearing dogs (Condition 19: Animals)
- A section to regulate how the kitchen should be used specifically. This should include a requirement for the kitchen to be left as it was found, and that damage caused by hirers (and their users) would be paid for
- Outbreak of fire should also include flood (Condition 9: Outbreak of Fire)
- Affixing decorations, signs, notices and other displays to walls will not be permitted at any time. There will be no opportunity to request written permission (Condition 16: Decorations and Displays (16.1))

RECOMMENDED: That the revised Terms and Conditions for Hire and usage of the Centre as set out in paragraphs 12 to 14 of the report (including the above revisions), will apply to all users, to include existing and new.

Review of Charges

The Sub-Committee considered the existing charging structure at the sites managed by the Town Council in light of the modernised facilities now available at the Frank Jordan Centre. Charges have reflected the differences in the quality of the facilities compared with others in the town. There are also a range of historic agreements for existing regular users relating to both the usage of facilities and charges made.

RECOMMENDED: That the revisions to Centre charges for new and existing users

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are supported, and the review of current discount and usage arrangements, as set out in paragraphs 15 to 20 of the report are approved.

RECOMMENDED: That the GP meeting to be held on 5 September 2017 be held in the Christ Church Suite and that Members take an opportunity to view the refurbished Centre before the meeting starts at 7pm.

RECOMMENDED: That the Town Clerk in consultation with the Chair of the General Purposes Committee and Chairman of the Estates Committee determine a date for re-opening and the details for the event. This will include an invitation to the daughters of Frank Jordan.

EST18/012 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (admission to meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate

RESOLVED: to exclude Press and Public from the next item of business.

EST18/013 Frank Jordan Centre – Caretaking and Cleaning

The Committee considered a report of the Town Clerk on Cleaning and Caretaking, the purpose of which is to determine the arrangements for caretaking and cleaning at the Frank Jordan Centre when it re-opens following refurbishment.

RECOMMENDED: To support the proposals set out in the Report and to authorise the Town Clerk to recruit to the post of Frank Jordan Centre Caretaker in accordance with the Council's staffing guidelines.

Town Mayor

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